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30 April 1953

MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATION

1. General -

2. Services and Supply -

a. Three more branch lines, [] were returned to the Telephone Branch, General Services Office, in accordance with the program to recover telephone lines from existing buildings for use in newly acquired buildings.

b. Further air-conditioning of R&S Building hinges on the procurement of suitable air-conditioning units and the installation of additional electric power facilities to accommodate the additional units. Mr. [] of the General Services Office has been requested to keep OTR informed of any progress in this matter.

c. On 28 November 1952, this office requested the construction of a pathway from Gate 4, "I" Building, to the intersection of Independence Avenue and Tidal Basin Drive. Construction of this pathway was completed on 24 April 1953.

d. Weekly report of utilization of [] facilities is attached.

3. Budget and Fiscal -

a. A procedure has been established with the concurrence of the Travel and Payroll Division, CFD, and the Finance Officer, [], for reporting [] on a bi-weekly basis.

b. A memorandum has been prepared and forwarded to the Deputy Director (Administration) for approval of an \$8.00 weekly rate for []. This memorandum also requests that [] be authorized to establish an \$8.00 weekly rate for accommodations in buildings which may be converted to BOQ or dormitory quarters.

25 YEAR RE-REVIEW

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c. A Declaration of Trust [redacted] has been executed and filed with Mr. [redacted] Commercial Division.

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d. The Budget/Fiscal Section has effected revision of a [redacted]
[redacted] This revision has corrected an overcharge of \$305.25 by

e. A proposal from [redacted] requesting provision for a language course in the present contract is under discussion with Mr. [redacted] of the Logistics Office.

f. Details of an improved health insurance for [redacted] staff employees have been forwarded to [redacted]

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[redacted]
Administrative Officer, OTR

Attachment:

1. [redacted] Report

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